
CAREER OPPORTUNITY

Discover your potential in AUDITING

OFFICE OF THE MISSOURI STATE AUDITOR

Job Title: Staff Auditor I

Education requirement: Graduation from an accredited college or university with a bachelor's degree or higher in accounting, business administration, or a related business area.

The following certifications are preferred, but not required: CPA or CPA candidate; CFE; CIA; CGFM.

The State Auditor's office will provide significant reimbursement for study and exam costs to those pursuing a CPA.

Job Description: The State Auditor's office is seeking applicants for an entry-level field staff audit position to perform audit tasks as assigned by senior auditors in a team-based professional environment. The position will offer an opportunity to develop a working knowledge of auditing techniques, government auditing standards, and governmental fiscal practices under the guidance of a team of audit professionals. As an employee of the State Auditor's office, a Staff Auditor I performs integral public service to ensure good government practices, eliminate waste, and protect against fraud.

The Staff Auditor I will be expected to perform fieldwork at state agencies and local governments as assigned by an Auditor in Charge that may include all phases of an audit, including (1) the examination of records, data analysis, and interviewing auditee personnel; (2) recording audit evidence through preparation of informational memorandums, and performing compliance and substantive tests; and (3) developing auditor judgment and independent thinking to accomplish the objectives of a given job assignment.

Work assignments may require significant travel and the availability of a vehicle. Work will primarily be conducted at the auditee job site, but limited work in the SAO Jefferson City office may be necessary.

Required Knowledge, Skill and Abilities:

- **Excellent written and oral communication skills**
- **Strong analytical and research skills and attention to detail**
- **The ability to work under pressure and meet frequent deadlines**
- **Proficiency, or a willingness to become proficient in, spreadsheet and word processing programs**
- **The ability and willingness to accept increasing responsibilities**

Location: Jefferson City, St. Louis, Kansas City and Springfield, Missouri Offices (Note: Most opportunities are in the Jefferson City location; limited if any opportunities in the other locations.)

If interested please send your resume, college transcripts, and a completed employment application to:

Office of the Missouri State Auditor
P.O. Box 869
Jefferson City, MO 65102
(573) 751-4213
Fax: (573) 751-7984
E-mail: recruiter@auditor.mo.gov

Employment application and additional information available on our website at:

<http://auditor.mo.gov>